

## **Recommended Table of Contents and Report Format**

### **1. *Summary***

### **2. *Introduction***

- Purpose
- Special terms and conditions
- Limitations and exceptions of assessment
- Limiting conditions and methodology used

### **3. *Site Description***

- Location and legal description
- Site and vicinity characteristics
- Descriptions of structures, roads, other improvements on the site (including heating/cooling system, sewage disposal, source of potable water)
- Information (if any) reported by user regarding environmental liens or specialized knowledge or experience (pursuant to Section 5)
- Current uses of the property
- Past uses of the property (to the extent identified)
- Current and past uses of adjoining properties (to extent identified)
- Site rendering, map, or site plan

### **4. *Recording Review***

- Standard environmental record sources, federal and state
- Physical setting source(s)
- Historical use information
- Additional record sources (if any)

### **5. *Information from Site Reconnaissance and Interviews***

- Hazardous substances in connection with identified uses (including storage, handling, disposal)
- Hazardous substances containers and unidentified substance containers (including storage, handling, disposal)
- Storage tanks (including contents and assessment of leakage)
- Indication of PCBs (including how contained and assessment of leakage or potential for leakage)

- Indication of solid waste disposal
- Physical setting analysis, if migrating hazardous substances are an issue

**6. *Any Other Conditions of Concern***

- Potential impacts to property acquisition, construction, and highway maintenance
- General mitigation or cleanup considerations
- Recommendations and justification for further investigation
- Gross potential cost impacts

**7. *Signature of Environmental Professional***

**8. *Qualifications of Environmental Professionals  
Participating in Phase I Environmental Site Assessment***

**9. *Optional Appendix (for example)***

- Other maps, figures and photographs
- Ownership/historical documentation
- Regulatory documentation
- Interview documentation
- Contract between users and environmental professional